

Superior Court of California,
County of Yolo

**Job Announcement &
Required Supplemental Application**

**Legal Research Attorney
Recruitment # 07-13**

Salary: (DOE)
Level II: \$4951-\$6323/month
Level III: \$5726-\$7314/month

CLOSING DATE: open until filled

POSITION SUMMARY

Under the direction of the Senior Attorney and Assistant CEO of the Superior Court, the incumbent provides legal analysis and advice to judicial officers. These positions are characterized by the responsibility of participating in and overseeing the performance of legal research assistance to the court in pre-trial and trial matters including: Civil Law and Motion, Criminal, Probate, Juvenile, Family Law, Appellate and other research duties as required. These positions are at-will appointments and incumbents serve at the pleasure of the Court.

SUPERVISION RECEIVED AND EXERCISED

Incumbents receive work assignments and report directly to the Senior Attorney.

GENERAL PURPOSE

The Legal Research Attorney is a multi-level series distinguished primarily by the complexity of work, level of independent judgment and action. Incumbents integrate experience, legal principles and research skills to evaluate a variety of legal issues and to prepare a tentative ruling or court opinion. Incumbents may do additional types of research for a variety of judicial officers.

Legal Research Attorney II is the journey level of the Attorney series. Incumbents work under limited supervision and are assigned cases of medium complexity. Work is periodically reviewed by the Senior Attorney.

Legal Research Attorney III is the advanced level of the Attorney series. Incumbents work under minimum supervision and are assigned complex cases including cases with multiple complex issues. Work is occasionally reviewed by the Senior Attorney.

ESSENTIAL DUTIES include, but are not necessarily limited to:

- Research and analysis of pleadings, memoranda of points and authorities as it applies to specific issues before the court
- Prepare summaries and make recommendations to the court on issues as assigned
- Prepare and maintain the Court's tentative rulings, published on telephonic and automated system for Civil Law and Motion
- Write reports, collect and analyze data needed for related matters
- Maintain current in civil law and procedure, and other bodies of law required to perform duties
- Confer with judges on legal issues
- May direct law students in the Internship program and appear in court to supervise same
- Perform other related duties as required by business needs. *(Reasonable accommodation will be made when requested and determined by the Court to be appropriate under applicable law.)*

KNOWLEDGE AND ABILITY

Incumbents in all classifications must possess the following:

Knowledge of:

- Legal principles and their application
- Civil, criminal, constitutional, and administrative law and procedure
- Trial procedure
- Research methods

Ability to:

- Accept guidance by technical standards and policies
- Analyze and apply legal principles, facts, evidence, and arguments clearly and logically in written and oral form
- Communicate clearly orally and in writing
- Deal effectively and tactfully with the general public and others contacted in the course of work
- Function effectively in a challenging and fast-paced environment
- Confer with judges on legal issues

EMPLOYMENT STANDARDS

Education: Requires achievement of Juris Doctor Degree and requires active membership in the State Bar of California.

Experience:

Legal Research Attorney II: Requires two to five (2-5) years of professional experience.

Legal Research Attorney III: Requires five or more (5+) years of professional experience.

Computer Literacy: Experience with WestLaw, Lexis/Nexis and Microsoft Suite

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use dexterity and coordination utilizing hands to finger, handle or feel objects, use a computer keyboard, view a computer monitor, handle files, single pieces of paper, stacks of papers, and reference and other materials; reach with hands and arms; and stoop and kneel. Hearing and speaking are needed to listen effectively and to talk with individuals in person and by phone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability of adjust focus.

The employee is frequently required to sit, stand, and move from place to place within the office. The employee is occasionally required to lift and/or move objects weighing up to twenty-five (25) pounds and reach for items above and below desk level. Lifting of objects weighing in excess of twenty-five (25) pounds will require team lifting. The noise and traffic level in the work environment are similar to a busy business office.

Normal business hours: 8:00 a.m. to 5:00 p.m., Monday through Friday. These positions are FLSA exempt.

BENEFITS PACKAGE

Yolo Superior Court employees are valued. The Court offers an excellent benefit package, described as follows: Employer picks up Employee's contribution to CalPERs retirement (approximately 7% of gross for a 2% at 55 plan). There is no cost to the employee. All employees participate in Social Security, Medicare and State Disability Insurance. Yolo Superior Court also offers health insurance of which the court pays 90% of the lowest cost plan; an in-lieu of health insurance program; dental and vision insurance; a 457 deferred compensation plan; and, sick leave earned at eight hours per month. Employees may also establish a flexible spending account for qualifying medical or dependent expenses. The Court provides a \$10,000 life insurance policy and a \$10,000 accidental death and dismemberment policy for employees at no cost. Employees may purchase additional coverage for themselves and dependents. New employees earn 80 hours of vacation per year and are eligible to use vacation after working for 13 pay periods. The vacation accrual rate increases to 120 hours after three years of employment. Additional benefits include 32 hours of floating holiday leave, 40 hours of administrative leave, 13 paid holidays and an employee assistance program.

RECRUITMENT PROCESS

To be considered for this position, job applicants are required to submit an official Court application and responses to the Required Supplemental Questions. A resume may also be submitted, but is **not** an acceptable substitute. Human Resources will review application materials. Applicants who are successful in the application packet-screening phase may be invited to a structured oral interview. Eligible job applicants will be notified by phone or letter of the date and location of the interview.

An unranked eligible list may be promulgated and may be referred to in filling future vacancies, up to six months after completion of this recruitment process. The Court reserves the right to re-recruit rather than select individuals from the unranked eligible list. The Court may require a drug screen and pre-employment physical after an offer of employment is extended. Reference checks are required. Background checks are required after a job offer has been extended.

Official application forms and the Required Supplemental Questions are available on the Court's Web site, www.yolo.courts.ca.gov or may be picked up from the Human Resources Department at 601 Court Street, Woodland CA, 95695. Application materials may be mailed to P.O. Box 1290, Woodland CA, 95776 or dropped off at the Human Resources Department. Additionally, application materials may be emailed to humanresources@yolo.courts.ca.gov or faxed to 530-406-6883. If emailing or faxing, please follow up with the original application within three business days. For more information a Human Resources representative may be contacted at 530-406-6881.

Required Supplemental Questions

Responses to these Supplemental Questions must be completed and submitted together with the required Court application form. Clarity, conciseness and completeness of answers are factors considered in the selection process. Responses to the Supplemental Questions will be used to evaluate your writing skills as well as your experience and qualifications. For Section A, limit your responses to no more than one page for each of the areas listed. If you have no experience in a listed area, please clearly state that is the case. Please place your name and the job designation "Rec. #07-13 Legal Research Attorney" on each page.

Section A

Using specific examples, please describe in detail your work accomplishments, experience, education and training in the following areas:

1. Civil law and motion
2. Civil trials
3. Civil Writs including Mandate and Administrative Mandate
4. Probate law (including conservatorships and guardianships)
5. Criminal law (including habeas corpus)
6. Juvenile law (including delinquency and dependency)
7. California Environmental Quality Act
8. Family law.

Section B

Please attach two 3-8 page written briefs or legal memoranda (partial or complete) that you have personally and solely written.

Section C

Please provide the following information:

- State Bar number
- Year admitted to practice in CA
- Number of consecutive years of practice in California

Section D

Please indicate how you became aware of this job opportunity:

- ☐ Yolo Superior Court website
- ☐ Administrative Office of the Courts (AOC)
- ☐ www.whohascourtjobs.com
- ☐ Sacramento Daily Recorder
- ☐ SF Daily Journal
- ☐ Craig's List
- ☐ Other: _____